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THE WHITE HOUSE

Washington

The Assistant to the President

July 9, 1954

MEMORANDUM FOR:

DIRECTOR OF CENTRAL INTELLIGENCE

It is the President's desire that whenever documents are submitted to him for signature or approval, the file accompanying such documents include the concurrences in writing of the heads of those Departments and Agencies whose concurrence should be obtained before submission of the document to him. Will you please make sure, therefore, that any material of this nature from your Agency include the necessary concurrences from other Departments and Agencies.

Such concurrences preferably should be set forth over the signature of the responsible officials on the carbon of the letter or memorandum of transmittal. It is realized, of course, that in some instances this will be impracticable, in which case the file must contain the letters of concurrence from the appropriate Departments and Agencies.

Your full cooperation in carrying out the wishes of the President in this regard will serve also to expedite the handling of the many documents requiring the President's approval.

/s/ Sherman Adams